

**Agenda – Standing Policy Committee on Protection, Community Services and Parks – March 6, 2018**

**REPORTS**

**Item No. 6                      Winnipeg Public Library Board – 2017 Annual Report**

**WINNIPEG PUBLIC SERVICE RECOMMENDATION:**

Alison McCullough-Butchart, Chair of the Winnipeg Public Library Board has submitted the 2017 Annual Report of the Winnipeg Public Library Board to the Standing Policy Committee on Protection, Community Services and Parks, for information.

## **Winnipeg Public Library Board Annual Report 2017**

**To: The Standing Policy Committee on Protection, Community Services and Parks**

**From Alison McCullough-Butchart, 2017 Chair  
Winnipeg Public Library Board**

**Report Date: February 26, 2018**

### **REASON FOR REPORT:**

As mandated in the City of Winnipeg By-Law No. 119 / 2004, the Winnipeg Public Library Board's duties include reporting to the Standing Policy Committee on Protection, Community Services and Parks regarding the Library Board's activities.

As the Chair of the Winnipeg Public Library Board, I would like to acknowledge and thank the Mayor and Council of the City of Winnipeg for their vision and continued commitment in supporting the work of our public libraries. For the last few years, the City's capital and operating budgets have been instrumental in providing for programs and services to the citizens of Winnipeg. In addition, funding provided helps the Library Facility Redevelopment Strategy to replace or renew facilities so that we have modern, safe and accessible libraries that can accommodate the dynamic needs of library users. This progressive initiative is an incredible achievement that is helping bring our library facilities into the 21<sup>st</sup> century.

At the beginning of 2015, The Winnipeg Public Library Board renewed its Strategic Plan and is focused on implementing the direction set out in the Plan for 2015-2018.

Based on the Strategic Plan, the Board will:

1. Ensure that their recommendations are in accordance with the duties stated in the By-law
2. Increase and strengthen its advocacy role
3. Conduct a critical review of its role and the work it should accomplish
4. Raise its profile with the community and city officials
5. Explore opportunities to expand community and citizen involvement

## 2017 ANNUAL REPORT

### 1. Ensure that the Board's recommendations are in accordance with the duties stated in the By-law

- The Library Board continuously reviews its regulations, practices and activities to ensure that decisions and actions taken by the Board and Library Advisory Committees (LAC) are aligned with By-law 119/2004.
- The annual Library Board and LAC orientation was held on March 4, 2017, and included discussion of the by-law and Board and Library Advisory Committee regulations/activities. The next orientation is scheduled for March 10, 2018.

### 2. Increase and strengthen The Board's advocacy role

- In 2017, the Board worked with Library administration to respond and participate in Public Library Services Branch's (Manitoba Sport, Culture & Heritage) Policy and Program Review. The survey sought public library administration and library board perspectives on key priorities around library programming and policy issues.
- The Board also worked with Library administration in responding to Manitoba Sport, Culture & Heritage's 2017 Cultural Review, Imagine. Creative Manitoba. The survey provided an opportunity to speak to the role of public libraries in Manitoba's cultural scene.
- The Board is a member of the Manitoba Library Association and the Manitoba Library Trustee's Association. This allows the Board the opportunity to engage in discussions that affect library services and programs within the province and on the national level. In 2017, the various library associations within the province amalgamated to increase their effectiveness. The Board intends to continue to participate and support these associations.

### 3. Conduct a critical review of The Board's role and the work it should accomplish

- The Board continues to evaluate effectiveness of actions taken and seek opportunities to initiate and/or support activities that would support literacy and increase use of libraries. The Board has:
  - Strengthened its efforts to support Winnipeg Public Library programs and services through funding and volunteering
  - Strengthened knowledge about library services and programs by sending delegations to library focused conferences as a means of gathering information and enriching the discussion when considering options for community engagement in libraries. In 2017, delegations were sent to the Ontario Library Association, British Columbia Library Association, Alberta Library Association and Access conferences. Board delegates report back to the Board and share information learned at these conferences.

#### 4. Raise The Board's profile with the community and city officials

- At the March 2017, Standing Policy Committee on Protection, Community Services and Parks meeting a motion was passed to increase Councillor awareness on activities by providing minutes. The Board is working to meet this requirement and will target for April 2018 for all minutes to be distributed and posted on the website.
- Members of the Board's Executive met with Councillor Matt Allard and Councillor Russ Wyatt to further discuss work of the Board and the LACs in an effort to find ways to increase the effectiveness and relationship of both groups with each other and the City.
- The Board continues to support the Winnipeg Public Library Writer-in-Residence Program. This program provides assistance and mentorship to aspiring writers in Winnipeg and beyond.
- The Board decided this year to sponsor giveaway materials to help promote literacy outside the walls of the library. Materials were purchased for the REsidents for ReADing ("READ") program which is partnership between Winnipeg Public Library and the Children's Hospital. Families who attend the clinic receive a voucher from their physician for the free book along with literacy and library information. Also, the Board sponsored giveaway materials for the Newcomer Fair and for Winnipeg Public Library Outreach staff to give away to low-income families during their events/visits.
- In an effort to support diversity within the community, the Board helped to provide funding to the Winnipeg Public Library's Human Library program in partnership with Sarasvati Productions and FemFest. The Human Library had 24 "living books" which were available for a 30 minute conversation loan period. The Human Books help to share their stories of experiencing stereotypes and prejudice.
- Sponsorship was provided for Book Fest, an author-publisher fair that is hosted by Winnipeg Public Library in partnership with the Association of Manitoba Book Publishers. This fair helped promote local publishers and authors to readers.
- With the assistance of Winnipeg Public Library staff, the Board organized the 7th Annual Books2Eat event on April 8, 2017 at the Millennium Library.
- Board and LAC members actively engaged with Winnipeg Public Library Staff in numerous public events including:
  - Second anniversary of the opening of the Charleswood Library
  - The Sherbrook Street Festival
  - The sod turning ceremony for the new Transcona Library
  - Pride Parade
  - Kids Fest
  - Newcomer Fair
  - Kids Fringe
  - Nuit Blanche

- o Book Fest
- o Friends of the Winnipeg Public Library book sale

The Board wishes to thank all the Board, LAC, Youth Advisory Council, other volunteers and library staff who have participated in these programs and events.

#### **5. Explore opportunities to expand community and citizen involvement**

- The Board is responsible for the five Library Advisory Committees (LACs) in **Assiniboia, City Centre, Riel, East Kildonan-Transcona, and Lord Selkirk-West Kildonan.**
- The Board receives public engagement invitations from Winnipeg Public Library. Where possible, LAC members are invited to participate and attend events to ensure that community citizen feedback is included. As more public engagement opportunities arise, the Board is committed to ensure their participation and encourage the various LACs to participate.
- LAC Chairs were invited to attend a Board meeting to provide an in-person report on their activities for the year, discuss successes and what needs improvement.

#### **BOARD'S OPERATING GRANT**

The Winnipeg Public Library Board would like to acknowledge the ongoing financial support provided by City Council. The Winnipeg Public Library Board had submitted an application for a 2018 Operating Grant of \$79,315 to support the ongoing work of the Library Board. The grant has been approved.

#### **OTHER WINNIPEG PUBLIC LIBRARY BOARD ACTIVITIES**

- **Winnipeg Public Library History Project:** In 2017, the book's final design was completed. The 2018 launch date of the book is to be determined.
- Board and LAC representatives attended the annual Friends of the Library Books and Brunch event which is a fundraising event for the Winnipeg Public Library.
- A Board representative attended the Breakfast with Bookmates event which allowed the Board to be present at an event where literacy based community members can meet and network.
- The Board sponsored the World Remembers Exhibit which was showcased at Millennium Library during the month of October until Remembrance Day. This exhibit displayed the names of those who were killed in 1917 and showed 661,800 names of soldiers who lost their lives from various countries including Canada.

- The Board supported the Winnipeg Film Group's screening of *Ex Libris*, a film about the history of New York Public Library that was shown in November. This was presented by a LAC member as an opportunity to expand the Board's connection with the community.

#### **ACKNOWLEDGEMENTS**

In closing, the Winnipeg Public Library Board wishes to acknowledge and thank:

- Members of the Standing Policy Committee on Protection, Community Services and Parks for their ongoing commitment to Winnipeg Public Library
- Councillors Matt Allard and Russ Wyatt for their participation, advice and support of public library services during their terms on the Board; and newly appointed Councillor Shawn Dobson
- Ed Cuddy, Manager of Library Services and the dedicated WPL staff for their service excellence and innovation
- Annabel Perez for her assistance in the role of Administrative Assistant to the Library Board and support to the Library Advisory Committees
- Winnipeg Library Foundation Chairs Sandy Hyman and Karen Keppler; and Executive Director Carole Marshall for their leadership of the Winnipeg Library Foundation
- All Library Advisory Committee members for their community library support.

*Prepared by:*

*Alison McCullough-Butchart, 2017 Chair, Winnipeg Public Library Board*

*Appendix A:*

*Winnipeg Public Library Board, Financial Statements, 2017*

**WINNIPEG PUBLIC LIBRARY BOARD**

**FINANCIAL STATEMENTS**

**DECEMBER 31, 2017**



CHARTERED PROFESSIONAL ACCOUNTANTS

February 6, 2018

**INDEPENDENT AUDITOR'S REPORT**

**To the Directors of  
the Winnipeg Public Library Board:**

We have audited the accompanying financial statements of Winnipeg Public Library Board, which comprise the statement of financial position as at December 31, 2017, and the statement of operations, changes in net assets, and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

*Management's Responsibility for the Financial Statements*

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

*Auditor's Responsibility*

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

*Opinion*

In our opinion, the financial statements present fairly, in all material respects, the financial position of Winnipeg Public Library Board as at December 31, 2017, and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

*Scarrow & Donald LLP*

Chartered Professional Accountants  
Winnipeg, Canada

For this communication, together with the work done to prepare this communication and for opinions we have formed, if any, we accept and assume responsibility only to the addressee of this communication, as specified in our letter of engagement.

SCARROW & DONALD, CHARTERED PROFESSIONAL ACCOUNTANTS, LLP

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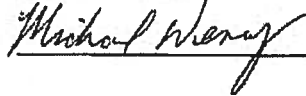


**WINNIPEG PUBLIC LIBRARY BOARD  
STATEMENT OF FINANCIAL POSITION**

		December 31	
		2017	2016
<b>ASSETS</b>			
<b>Current assets:</b>			
Cash	\$	61,957	\$ 80,569
Guaranteed investment certificate (note 3)		2,002	-
GST receivable		764	421
Prepaid expenses		2,038	2,317
	<b>\$</b>	<b>66,761</b>	<b>\$ 83,307</b>
<b>LIABILITIES AND NET ASSETS</b>			
<b>Current liabilities:</b>			
Accounts payable and accrued liabilities	\$	230	\$ 10,307
<b>Net assets:</b>			
Unrestricted		66,531	73,000
	<b>\$</b>	<b>66,761</b>	<b>\$ 83,307</b>

**APPROVED BY THE BOARD:**

  
 \_\_\_\_\_ Director

  
 \_\_\_\_\_ Director

**WINNIPEG PUBLIC LIBRARY BOARD**

**STATEMENT OF OPERATIONS**

	<b>Year ended December 31</b>	
	<b>2017</b>	<b>2016</b>
<b>Revenue:</b>		
City of Winnipeg operating grant	\$ 79,315	\$ 79,315
<b>Expenditures:</b>		
Administrative	10,152	8,717
Development and research	9,457	10,323
Foundation donation	20,000	20,000
Outreach Project	28,644	9,967
Promotion, advertising, and community outreach	7,031	6,204
Sponsorship	10,500	15,000
	<u>85,784</u>	<u>70,211</u>
<b>Difference between revenue and expenditures</b>	<b>\$ (6,469)</b>	<b>\$ 9,104</b>

**WINNIPEG PUBLIC LIBRARY BOARD**  
**STATEMENT OF CHANGES IN NET ASSETS**

	<b>Year ended December 31</b>	
	<b>2017</b>	<b>2016</b>
<b>Net assets, beginning of year</b>	\$ 73,000	\$ 63,896
<b>Difference between revenue and expenditures</b>	<u>(6,469)</u>	<u>9,104</u>
<b>Net assets, end of year</b>	<u>\$ 66,531</u>	<u>\$ 73,000</u>

**WINNIPEG PUBLIC LIBRARY BOARD**  
**STATEMENT OF CASH FLOWS**

	<b>December 31</b>	
	<b>2017</b>	<b>2016</b>
<b>Cash flow from operating activities:</b>		
Excess of revenue over expenditures	\$ (6,469)	\$ 9,104
Changes in non-cash working capital-		
GST receivable	(343)	(201)
Prepaid expenses	279	3,181
Accounts payable	(10,077)	10,187
	(16,610)	22,271
<b>Cash flow from investing activities:</b>		
Purchase of guaranteed investment certificate	(2,002)	-
	(18,612)	22,271
<b>Change in cash</b>		
	(18,612)	22,271
<b>Cash, beginning of year</b>	80,569	58,298
<b>Cash, end of year</b>	\$ 61,957	\$ 80,569

**NOTE TO FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED DECEMBER 31, 2017**

**1. Purpose of the Organization:**

The Winnipeg Public Library Board (the "Organization") was established through the enactment of a City of Winnipeg by-law to provide guidance with respect to improving the City's library system. It is a not-for-profit organization that is exempt from income tax under provisions of the *Income Tax Act*.

**2. Significant accounting policies:**

The financial statements have been prepared in accordance with Canadian accounting standards for not-for-profit organizations. An assumption underlying the preparation of financial statements in accordance with Canadian accounting standards for not-for-profit organizations is that the entity will continue for the foreseeable future and will be able to realize its assets and discharge liabilities in the normal course of operations.

The financial statements have been prepared using the following accounting policies:

**a) Critical accounting estimates and judgments-**

The preparation of financial statements requires management to make estimates and judgments that affect the reported amounts of assets and liabilities, the disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reported period.

Accounting estimates are included in financial statements to approximate the effect of past business transactions or events, or to approximate the present status of an asset or liability. It is possible that changes in future economic conditions could require changes in the recognized amounts for accounting estimates. These estimates are reviewed periodically, and, as adjustments become necessary, they are reported in the period in which they became known.

Significant areas of estimation by management include the impairment of non-financial assets, the useful lives of capital assets and the fair value of financial instruments.

Management bases their judgments, estimates and assumptions on factors they believe to be reasonable in the circumstances, but which may be inherently uncertain and unpredictable.

**b) Financial instruments-**

Except for certain related party transactions, financial instruments are measured at fair value on initial recognition adjusted by, in the case of a financial instrument that will not be measured subsequently at fair value, financing fees and transaction costs that are directly attributable to its origination, acquisition, issuance or assumption. Transaction costs related to financial instruments that will be measured subsequently at fair value are recognized in the difference between revenues and expenses for the period incurred.

In subsequent periods, investments in equity instruments that are quoted in an active market and certain derivative contracts are measured at fair value without any adjustment for transaction costs that may incur on sale or other disposal. The Organization may elect to measure any financial instrument at fair value when the asset or liability is first recognized or for equity instruments that previously measured at fair value when the equity instrument ceases to be quoted in an active market. Other investments in equity instruments are measured at cost less any reduction for impairments. All other financial instruments are measured at amortized cost. Amortized cost is the amount at which the financial instrument is measured at initial recognition less principal repayments, plus or minus the cumulative of any difference between that initial amount and the maturity amount, and minus any reduction for impairment.

The Organization measures cash, guaranteed investment certificate and accounts payable and accrued liabilities amortized cost.

## NOTE TO FINANCIAL STATEMENTS

FOR THE YEAR ENDED DECEMBER 31, 2017

**2. Significant accounting policies (cont'd):****b) Financial instruments (cont'd)-**

The Organization assesses impairment of all its financial assets, except those measured at fair value. Management considers whether there has been a breach in contract, such as a default or delinquency in interest of principal payments in determining whether objective evidence of impairment exists. Impairment is included in the difference between revenues and expenses.

**c) Revenue recognition-**

The Organization follows the deferral method of accounting for contributions. Restricted contributions are recognized as revenue in the year in which the related expenses occur. Unrestricted contributions are recognized as revenue of the when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

Other revenue is recognized when incurred and when collection can be reasonably assured.

As is common with many not-for-profit organizations, the Organization receives contributions in the form of goods and services. Because of the difficulty of determining their value, contributed goods and services are not recognized in the financial statements.

**d) Capital assets-**

The average annual revenues recognized in the statement of operations for the current and preceding period of the Organization was less than \$500,000. Since the organization met criteria for small not-for-profit organizations, it does not record the acquisition of capital assets. These acquisitions are expensed at the date of acquisition. No capital assets were acquired or expensed in the statement of operations (2015 - \$nil).

**3. Guaranteed investment certificate:**

The Organization purchased a cashable guaranteed investment certificate that matures November 6, 2018 and bears interest at 0.5%.

**4. Economic dependence:**

The Organization is dependent on the City of Winnipeg as its primary source of revenue. Should this funding substantially change, management is of the opinion that continued viable operations would be doubtful.

## NOTE TO FINANCIAL STATEMENTS

FOR THE YEAR ENDED DECEMBER 31, 2017

**5. Risk management:**

Management's risk management policies are typically performed as a part of the overall management of the Organization's operations. Management is aware of risks related to these objectives through direct personal involvement with employees and outside parties. In the normal course of its business, the Organization is exposed to a number of risks that can affect its operating performance. Management's close involvement in operations helps identify risks and variations from expectations. As a part of the overall operation of the Organization, management considers the avoidance of undue concentrations of risk. These risks and the actions taken to manage them include the following:

**Liquidity risk-**

Liquidity risk is the risk that the Organization cannot meet its financial obligations associated with financial liabilities in full. The Organization's main source of liquidity is its operations. The funds are primarily used to finance working capital requirements and are adequate to meet the Organization's financial obligations associated with financial liabilities.